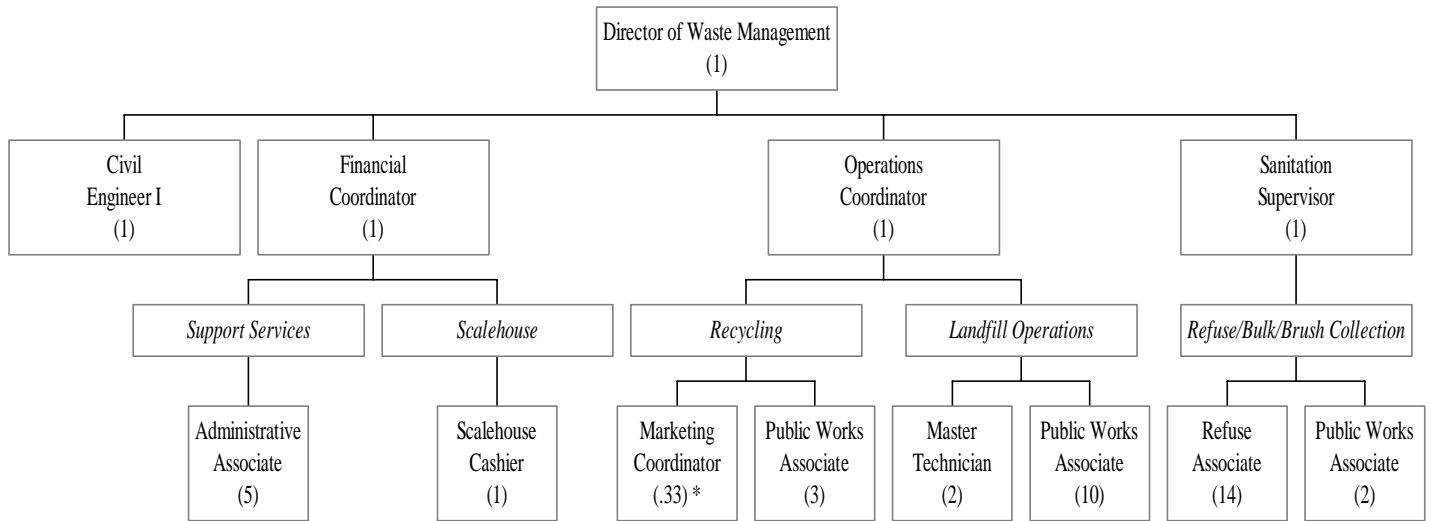




## Solid Waste Management



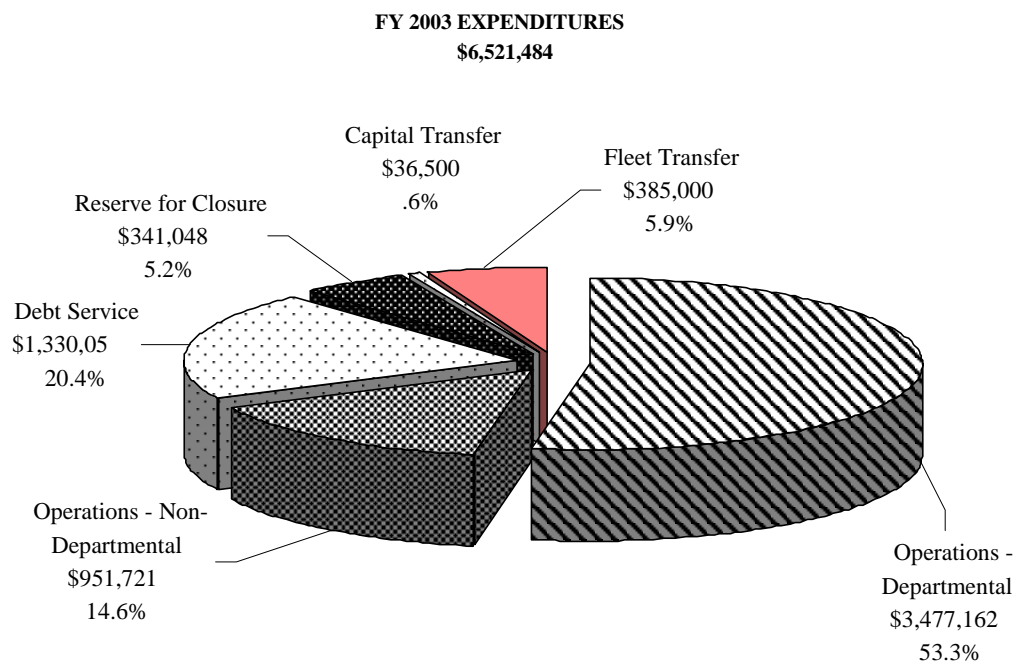
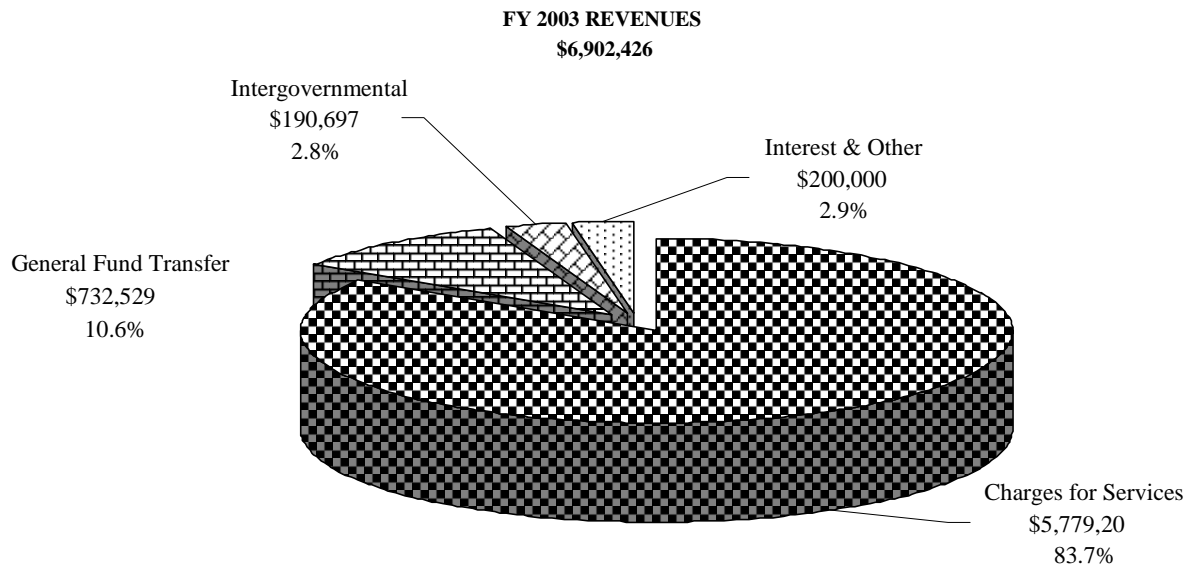
\* Marketing Coordinator position is shared among three departments. Remainder of position assigned to and funded by:

Communications and Marketing – .33 FTE

Utilities (Water Fund) - .34 FTE



**Solid Waste Management Fund.** Established as a self-supporting enterprise fund, this Fund assesses solid waste disposal costs through a tipping fee at the landfill and a trash tag/decal system for residential disposal. Solid Waste Management provides weekly refuse pickup at homes and small businesses; collects brush and bulk items on an on-call basis; and operates a sanitary landfill to collect and process solid waste including household hazardous waste, wood products, metal and tires. Maintenance at the landfill includes groundwater monitoring, leachate and methane gas management. The Division has nine neighborhood facilities for public recycling of glass, plastics, cans, newspaper and mixed paper. In addition, Solid Waste Management works with 70 groups who volunteer to collect litter and trash along designated streets.





## Solid Waste Management

## FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
<b>BEGINNING FUNDS <sup>1</sup></b>	\$5,766,304	\$5,510,645	\$4,832,140	\$3,296,766	\$3,296,766
<b>REVENUES</b>					
Charges for Services	\$4,880,128	\$4,647,077	\$5,390,016	\$5,947,817	\$5,779,200
General Fund Transfer	732,529	732,529	732,529	732,529	732,529
Intergovernmental	198,878	191,039	191,039	190,697	190,697
Interest & Other	258,908	200,000	150,225	200,000	200,000
<b>TOTAL REVENUES</b>	<b>\$6,070,443</b>	<b>\$5,770,645</b>	<b>\$6,463,809</b>	<b>\$7,071,043</b>	<b>\$6,902,426</b>
<b>EXPENSES</b>					
Operating -Departmental	\$2,990,808	\$3,419,750	\$4,878,684	\$3,448,718	\$3,477,162
Operating-Non-Departmental	834,757	780,878	781,041	980,165	951,721
Debt Service	1,248,270	1,421,212	1,421,212	1,330,053	1,330,053
Landfill Closure Reserve	0	379,033	379,033	341,048	341,048
Capital Transfer	36,500	36,500	36,500	36,500	36,500
Fleet Transfer	1,850,374	502,713	502,713	385,000	385,000
<b>TOTAL EXPENSES AND TRANSFERS</b>	<b>\$6,960,708</b>	<b>\$6,540,086</b>	<b>\$7,999,183</b>	<b>\$6,521,484</b>	<b>\$6,521,484</b>
<b>ENDING FUNDS</b>	<b>\$4,876,039</b>	<b>\$4,741,204</b>	<b>\$3,296,766</b>	<b>\$3,846,325</b>	<b>\$3,677,708</b>

## Key Financial Ratios:

Debt Coverage Ratio Target	1.20	1.20	1.20	1.20	1.20
Debt Coverage Ratio <sup>2</sup>	1.77	1.08	0.54	1.96	1.83
Fund Balance Ratio Target	40%	40%	40%	40%	40%
Fund Balance Ratio <sup>2</sup>	70%	79%	44%	63%	60%

<sup>1</sup> Beginning amended funds for FY 2003 are restated to reflect the cash balance and other current assets expected to be converted to cash within 90 days after June 30th of each year.

<sup>2</sup> The Amended FY 2003 Debt Coverage and Fund Balance Ratios reflect the one-time \$1,337,500 use of Fund Balance to purchase the trash carts and equipment necessary to convert from a manual to a semi-automated refuse collection process and the flat fee billing system.



## Solid Waste Management

## REVENUE SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
<b>CHARGES FOR SERVICES</b>					
Contract Hauler Disposal Fees	\$1,989,015	\$1,939,200	\$2,475,500	\$2,349,219	\$2,349,219
Contract Industrial Disposal Fees	846,844	506,960	901,899	666,026	666,026
Sludge Disposal	557,488	631,500	531,500	662,674	662,674
Solid Waste Gate Fees	527,598	615,300	494,500	515,500	515,500
Solid Waste Flat Fee	0	0	0	832,500	832,500
Tag Sales	545,475	585,000	585,000	545,781	545,781
Decal Sales	199,613	193,000	193,000	193,000	193,000
General Fund-On Street Debris	168,617	168,617	168,617	168,617	0
All Others	45,478	7,500	40,000	14,500	14,500
<b>TOTAL</b>	<b>\$4,880,128</b>	<b>\$4,647,077</b>	<b>\$5,390,016</b>	<b>\$5,947,817</b>	<b>\$5,779,200</b>
<b>INTERFUND TRANSFERS</b>					
General Fund Transfer	\$732,529	\$732,529	\$732,529	\$732,529	\$732,529
<b>TOTAL</b>	<b>\$732,529</b>	<b>\$732,529</b>	<b>\$732,529</b>	<b>\$732,529</b>	<b>\$732,529</b>
<b>INTERGOVERNMENTAL</b>	<b>\$198,878</b>	<b>\$191,039</b>	<b>\$191,039</b>	<b>\$190,697</b>	<b>\$190,697</b>
<b>INTEREST &amp; OTHER</b>					
Interest	\$252,415	\$200,000	\$150,000	\$200,000	\$200,000
All Other	6,494	0	225	0	0
<b>TOTAL INTEREST &amp; OTHER</b>	<b>\$258,908</b>	<b>\$200,000</b>	<b>\$150,225</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>TOTAL REVENUE</b>	<b>\$6,070,443</b>	<b>\$5,770,645</b>	<b>\$6,463,809</b>	<b>\$7,071,043</b>	<b>\$6,902,426</b>



## Solid Waste Management

## EXPENDITURE SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
<b>BUDGET SUMMARY</b>					
Personnel (FTE)	43.33	42.33	42.33	42.33	42.33
<b>DEPARTMENTAL</b>					
Salaries	\$1,250,832	\$1,306,634	\$1,306,634	\$1,276,395	\$1,299,528
Employee Benefits	446,311	443,415	443,415	399,466	404,777
Contractual Services					
Maintenance and Repair	152,810	204,297	413,318	374,095	374,095
Professional Services	112,069	79,900	227,850	228,350	228,350
Temporary Personnel	105,372	60,286	60,286	75,571	75,571
Printing and Binding Services	0	1,200	1,200	0	0
Advertising and Public Relations	13,556	25,000	25,000	76,200	76,200
Miscellaneous Contractual Services	458,238	484,187	127,261	100,165	100,165
Internal Services					
Fleet Services	30,219	35,563	35,563	32,365	32,365
Other Charges					
Supplies and Materials	278,280	406,784	1,322,763	479,351	479,351
Utilities	23,702	47,936	47,936	43,543	43,543
Insurance Premiums	14,518	15,957	15,957	0	0
Travel and Training	11,733	16,000	16,000	16,000	16,000
Telecommunications	3,896	10,067	10,067	5,750	5,750
Postage and Mailing	3,935	2,400	2,400	12,085	12,085
Payments to Other Funds	50,000	50,000	50,000	52,000	52,000
Dues and Memberships	93	1,150	1,150	1,150	1,150
Other Charges - Miscellaneous	15,416	10,450	13,010	36,350	36,350
Rentals and Leases	3,011	84,028	84,028	82,383	82,383
Capital Outlay	16,823	134,496	674,846	157,500	157,500
<b>TOTAL</b>	<b>\$2,990,814</b>	<b>\$3,419,750</b>	<b>\$4,878,684</b>	<b>\$3,448,718</b>	<b>\$3,477,162</b>
<b>NON-DEPARTMENTAL</b>					
General Fund Payments	\$585,248	\$585,248	\$585,248	\$587,748	\$587,748
Trash Tag System Transfer	76,945	76,945	76,945	142,855	142,855
Transfer to Self Insurance	7,502	0	0	104,071	104,071
Transfer to Water Fund	0	0	0	5,000	5,000
Retail Handler's Fee	15,808	20,000	20,000	0	0
GIS Related	82,705	38,500	38,663	42,336	42,336
Compensation Plan Adjustments	0	10,044	10,044	28,444	0
All Other	66,549	50,141	50,141	69,711	69,711
<b>TOTAL</b>	<b>\$834,757</b>	<b>\$780,878</b>	<b>\$781,041</b>	<b>\$980,165</b>	<b>\$951,721</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,825,571</b>	<b>\$4,200,628</b>	<b>\$5,659,725</b>	<b>\$4,428,883</b>	<b>\$4,428,883</b>



## Drop-off Recycling

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
<b>BUDGET SUMMARY</b>					
<i>Personnel (FTE)</i>					
City Funded Positions	3.33	3.33	3.33	3.33	3.33
<b>Total FTE Positions</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>
<i>Salaries</i>	\$92,333	\$93,711	\$93,711	\$92,650	\$94,413
<i>Employee Benefits</i>	35,321	37,150	37,150	31,644	32,048
<i>Contractual Services</i>					
Maintenance and Repair	2,445	8,233	8,233	8,233	8,233
Professional Services	0	500	500	500	500
Advertising and Public Relations Services	2,515	5,000	5,000	5,000	5,000
Miscellaneous Contractual Services	3,720	3,554	3,554	3,161	3,161
<i>Internal Services</i>					
Fleet Services	1,950	2,679	2,679	2,468	2,468
<i>Other Charges</i>					
Supplies and Materials	12,388	15,556	15,556	25,260	25,260
Utilities	0	1,050	1,050	1,207	1,207
Travel and Training	265	500	500	500	500
Telecommunications	0	1,050	1,050	214	214
Postage and Mailing	259	0	0	8,085	8,085
Dues & Memberships	0	150	150	150	150
Other Charges - Miscellaneous	845	450	450	1,350	1,350
<i>Rentals and Leases</i>	0	50,260	50,260	50,256	50,256
<i>Capital Outlay</i>	0	1,000	1,000	0	0
<b>TOTAL</b>	<b>\$152,041</b>	<b>\$220,843</b>	<b>\$220,843</b>	<b>\$230,678</b>	<b>\$232,845</b>

**Budget Description**

The Proposed FY 2004 Solid Waste Management Fund budget for Drop-off Recycling Operations of \$230,678 represents a 4.45% increase of \$9,835 as compared to the Adopted FY 2003 budget of \$220,843.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$5,506 decrease in Employee Benefits due to the reallocation of workers compensation premiums to Non-Departmental.
- ◆ \$9,704 increase in Supplies and Materials for new recycling brochures.
- ◆ \$8,085 increase in Postage and Mailing for one mass mailing of new recycling brochures.
- ◆ \$900 increase in Miscellaneous Other Charges for materials to repaint recycling bins.
- ◆ \$1,000 decrease in Capital Outlay expenses.

The Department requested \$230,678.

All items requested are proposed for funding.

The Proposed FY 2004 Solid Waste Management Fund for Drop-off Recycling Operations was adopted with the following changes:

- ◆ \$2,167 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



## Landfill

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
<b>BUDGET SUMMARY</b>					
<i>Personnel (FTE)</i>					
City Funded Positions	23	22	22	22	22
<b>Total FTE Positions</b>	<b>23</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
<i>Salaries</i>	\$698,767	\$726,351	\$726,351	\$713,632	\$727,220
<i>Employee Benefits</i>	251,128	246,795	246,795	223,224	226,335
<i>Contractual Services</i>					
Maintenance and Repair	126,643	107,140	316,161	301,161	301,161
Professional Services	112,069	79,400	227,350	227,350	227,350
Temporary Personnel	43,070	30,000	30,000	30,000	30,000
Advertising and Public Relation Services	8,944	15,000	15,000	15,000	15,000
Miscellaneous Contractual Services	443,640	440,797	83,871	87,159	87,159
<i>Internal Services</i>					
Fleet Services	16,493	13,812	13,812	15,229	15,229
<i>Other Charges</i>					
Supplies and Materials	225,961	345,312	343,761	338,126	338,126
Utilities	23,371	40,500	40,500	35,500	35,500
Insurance Premiums	14,518	15,957	15,957	0	0
Travel and Training	11,468	15,000	15,000	15,000	15,000
Telecommunications	3,475	7,960	7,960	4,042	4,042
Postage and Mailing	2,599	2,000	2,000	2,000	2,000
Payments to Other Funds	50,000	50,000	50,000	52,000	52,000
Dues and Memberships	93	1,000	1,000	1,000	1,000
Other Charges - Miscellaneous	13,879	9,000	11,560	7,750	7,750
<i>Rentals and Leases</i>	3,011	9,768	9,768	8,127	8,127
<i>Capital Outlay</i>	13,824	14,400	134,750	0	0
<b>TOTAL</b>	<b>\$2,062,953</b>	<b>\$2,170,192</b>	<b>\$2,291,596</b>	<b>\$2,076,300</b>	<b>\$2,092,999</b>



***Landfill Operations Budget Description***

The Proposed FY 2004 Solid Waste Management Fund budget for Landfill Operations of \$2,076,300 represents a 4.33% decrease of \$93,892 as compared to the Adopted FY 2003 budget of \$2,170,192.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$23,571 decrease in Employee Benefits due to the reallocation of workers compensation premiums to Non-Departmental.
- ◆ \$194,021 increase in Maintenance and Repairs due to the realignment of charges from Miscellaneous Contractual Services and the inclusion of a new contract for scale maintenance.
- ◆ \$147,950 increase in Professional Services to reflect realignment of charges from Miscellaneous Contractual Services.
- ◆ \$14,400 decrease in Capital Outlay expenses.
- ◆ \$15,957 decrease in liability insurance premiums due to reallocation to Non-Departmental.
- ◆ \$353,638 decrease in Miscellaneous Contractual Services due to the realignment of Maintenance & Repairs and Professional Services.

The Department requested \$2,076,300.

All items requested are proposed for funding.

The Proposed FY 2004 Solid Waste Management Fund for Landfill Operations was adopted with the following changes:

- ◆ \$16,699 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.





## Refuse Collection

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
<b>Personnel (FTE)</b>					
City Funded Positions	17	17	17	17	17
<b>Total FTE Positions</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>
<b>Salaries</b>	\$459,732	\$486,572	\$486,572	\$470,113	\$477,895
<b>Employee Benefits</b>	159,862	159,470	159,470	144,598	146,394
<b>Contractual Services</b>					
Maintenance and Repair	23,722	88,924	88,924	64,701	64,701
Professional Services	0	0	0	500	500
Temporary Personnel	62,302	30,286	30,286	45,571	45,571
Printing and Binding Services	0	1,200	1,200	0	0
Advertising and Public Relations	2,097	5,000	5,000	56,200	56,200
Miscellaneous Contractual Services	10,878	39,836	39,836	9,845	9,845
<b>Internal Services</b>					
Fleet Services	11,776	19,072	19,072	14,668	14,668
<b>Other Charges</b>					
Supplies and Materials	39,931	45,916	963,446	115,965	115,965
Utilities	331	6,386	6,386	6,836	6,836
Travel and Training	0	500	500	500	500
Telecommunications	421	1,057	1,057	1,493	1,493
Postage and Mailing	1,077	400	400	2,000	2,000
Other Charges - Miscellaneous	692	1,000	1,000	27,250	27,250
<b>Rentals and Leases</b>	0	24,000	24,000	24,000	24,000
<b>Capital Outlay</b>	2,999	119,096	539,096	157,500	157,500
<b>TOTAL</b>	<b>\$775,820</b>	<b>\$1,028,715</b>	<b>\$2,366,245</b>	<b>\$1,141,740</b>	<b>\$1,151,318</b>



***Refuse Collection Operating Budget Description***

The Proposed FY 2004 Solid Waste Management Fund budget for Refuse Collection of \$1,141,740 represents a 10.99% increase of \$113,026 as compared to the Adopted FY2003 budget.

Significant changes introduced in the Amended FY2003 budget include:

- ◆ \$1,338,750 budget increase approved by City Council on February 11, 2003 to fund new trash carts and the costs of equipment purchases for a semi-automated refuse collection system and flat fee billings system.

Significant changes introduced in the Requested FY2004 budget include:

- ◆ The merging of Refuse and Brush Collection the budgets.
- ◆ \$13,342 decrease in Employee Benefits due to the reallocation of workers compensation premiums to Non-Departmental.
- ◆ \$24,223 decrease in Maintenance & Repair due to a newer fleet requiring less maintenance.
- ◆ \$15,285 increase in Temporary Personnel
- ◆ \$51,200 increase in Advertising for the Semi-Automated Collection Information Campaign and Brush Collection advertisements.
- ◆ \$70,049 increase in Supplies and Materials due to the realignment of costs.
- ◆ \$1,600 increase in Postage and Mailing to accommodate the mailing of trash tag violation notices.
- ◆ \$26,250 increase in Miscellaneous expenses for the purchase of trash carts for new customers.
- ◆ \$38,404 increase in Capital Outlay in order to acquire a small pickup truck and to equip the refuse replacement truck for semi-automated collection.

The Department requested \$1,141,740.

All items requested are proposed for funding.

The Proposed FY 2004 Solid Waste Management Fund for Refuse Collection was adopted with the following changes:

- ◆ \$9,578 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.